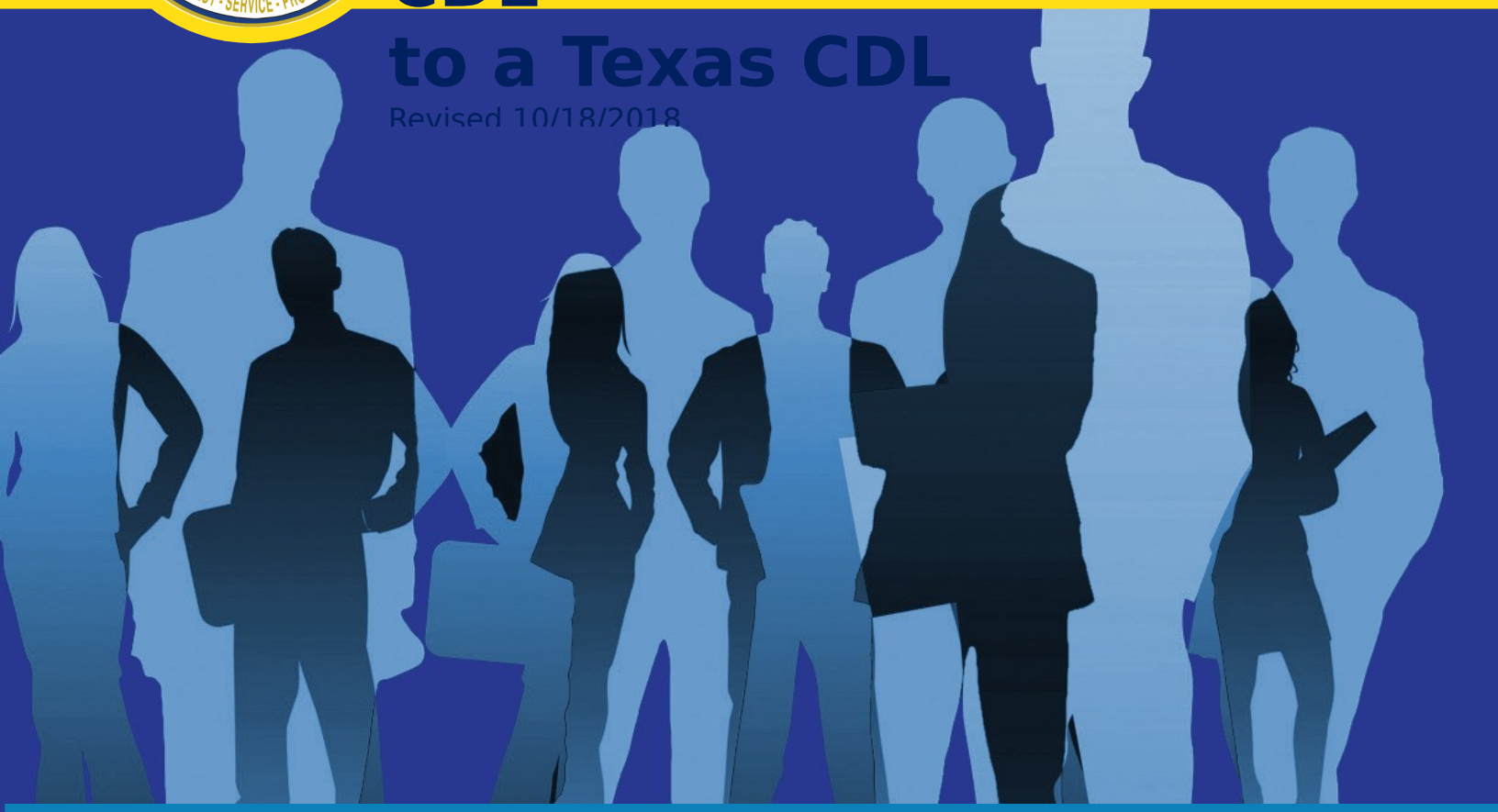
Module #33C2

REGIONAL OPERATIONS HANDBOOK

CULTURAL DIVERSITY

Transferring an Out-of-State CDL to a Texas CDL

Revised 10/18/2018



Disclaimer: *This training material was developed by Driver License, Training team. The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be included. Always refer to the "DLD Policies" posted on Share Point for the most current information.*

Table of Content

Transaction Requirements....3

Class of License Upgrade....3

Required Forms....4

Transaction....4

- **Customer Information....4**
- **Fingerprints, Portrait, and Signature....5**
- **Document Information....6**
- **Lawful Presence....7**
- **10 Year History....8**
- **External Checks....9**
- **Medical Certification....11**
- **Restrictions and Endorsements....13**
- **Restrictions and Endorsements (HazMat Option)....15**
- **Voter Registration....16**
- **Customer Payment....18**
- **Vision Test....19**
- **AutoTest (HazMat Only)....19**
- **Knowledge Test Results....20**
- **Knowledge Test Results (HazMat)....21**
- **Skills Test Results (Waived)....21**
- **Double Checks....22**
- **Temporary Permit....22**
- **Additional Steps (HazMat Only)....23**
- **Finalize Transaction....24**

Key Points....25

Resources....25

Transaction Requirements

The customer:

- Has a valid Out-of-State CDL
- Wants to transfer their CDL to Texas with all applicable restrictions and endorsements
- Presents valid medical examiner's certificate or variance if applicable

Important Notice:

Customers that hold a CDL from any United States Territory such as (Puerto Rico, Guam, Northern Marianas, U. S. Virgin Islands and American Samoa) are not eligible to transfer over their CDL. These customers are required to take all applicable knowledge and skills exams.

Class of License Upgrade

If an out of state applicant wants to upgrade their Class of CDL, they must apply for a Commercial Learner's Permit (CLP). Example: A applicant currently holds a Class "C" CDL and want to upgrade to a Class "A" CDL then they would need to get a CLP. See Module 33G.

Required Forms

- CDL-1
- CDL-4 or CDL-5 or CDL-10
- CDL-6 (optional)
- CDL-40

Transaction

Once the CSR has accessed DLS they must search the customer by name, date of birth and/or social security number, if needed. The search results will display “No record found for the criteria provided”. Click on **“Original Driver License”** to initiate transaction.

Note:
Customers that had a previous Texas DL or ID, their record(s) will be displayed in the search results. If previous records are found the CSR must access the record and process a renewal and or modify transaction.

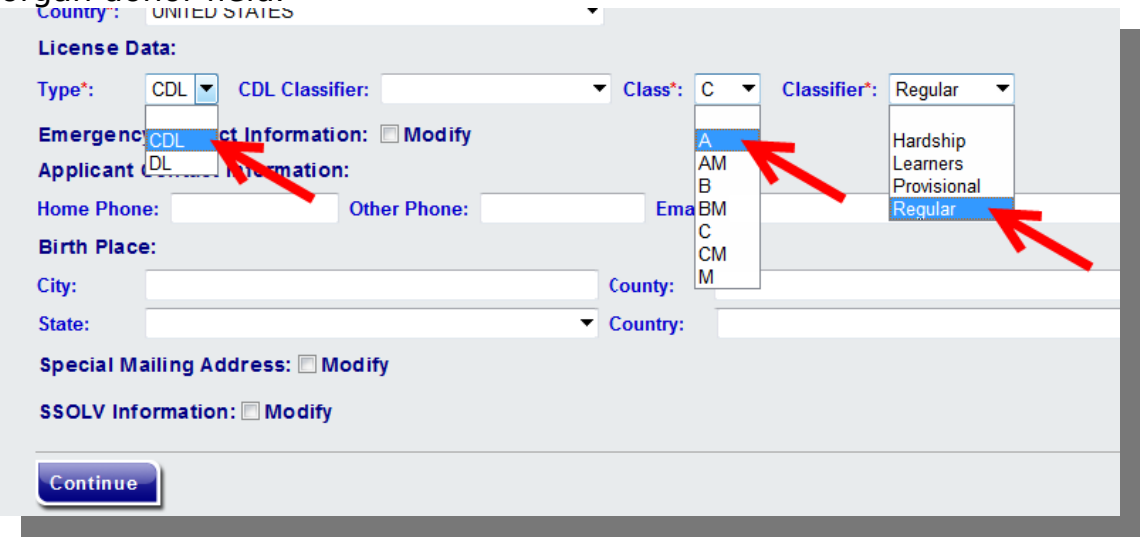
Customer Information

Insert the customer’s personal and address information listed on the CDL-1.

In the “License Data” fields found below the physical and mailing address the CSR will use drop-down arrows for certain selections. For the “Type” of license select **“CDL”**. In the “Class” field select the appropriate class

indicated on the CDL-1 form. For the “Classifier” field select **“Regular”**. Click on the **“Continue”** button to proceed.

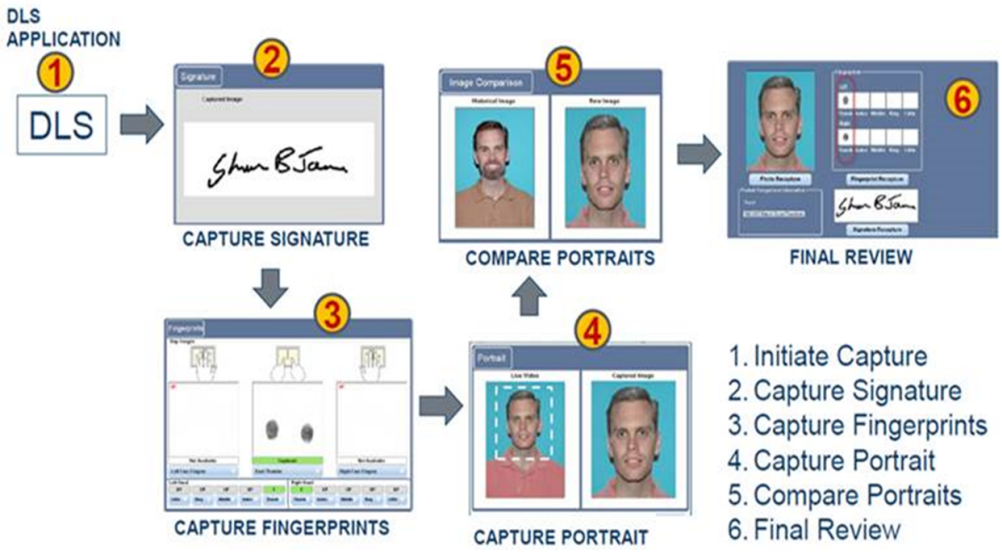
Reminder:
Based on the CDL-1 form submitted, select “YES” or “NO” in the required organ donor field.



Fingerprints, Portrait, and Signature

Follow the normal FPS flow for this transaction:

1. Image capture is initiated
2. Signature is captured
3. Fingerprints are captured
4. Portrait is captured
5. **Portrait is compared (Only if returning to TX)**
6. Final review of images



Document Information

Scan and upload documents into the DLS record on the “Document Information” screen. The types of documents presented for proof of identification and social security are recorded electronically.

ID Documents - In the “Document Type” drop down select either **“Primary”, “Secondary”,** or **“Supporting”** based upon the type of document presented by the customer.

- In the “Document Name” drop down select the appropriate document name.
- In the “Document Number” field enter the applicable number for the document presented.
- In the “Expiration Date” field if there is an expiration date on the document presented enter the date here.
- Select the **“Add”** button to add the document to the record.

To enter any additional documents into the record repeat the process.

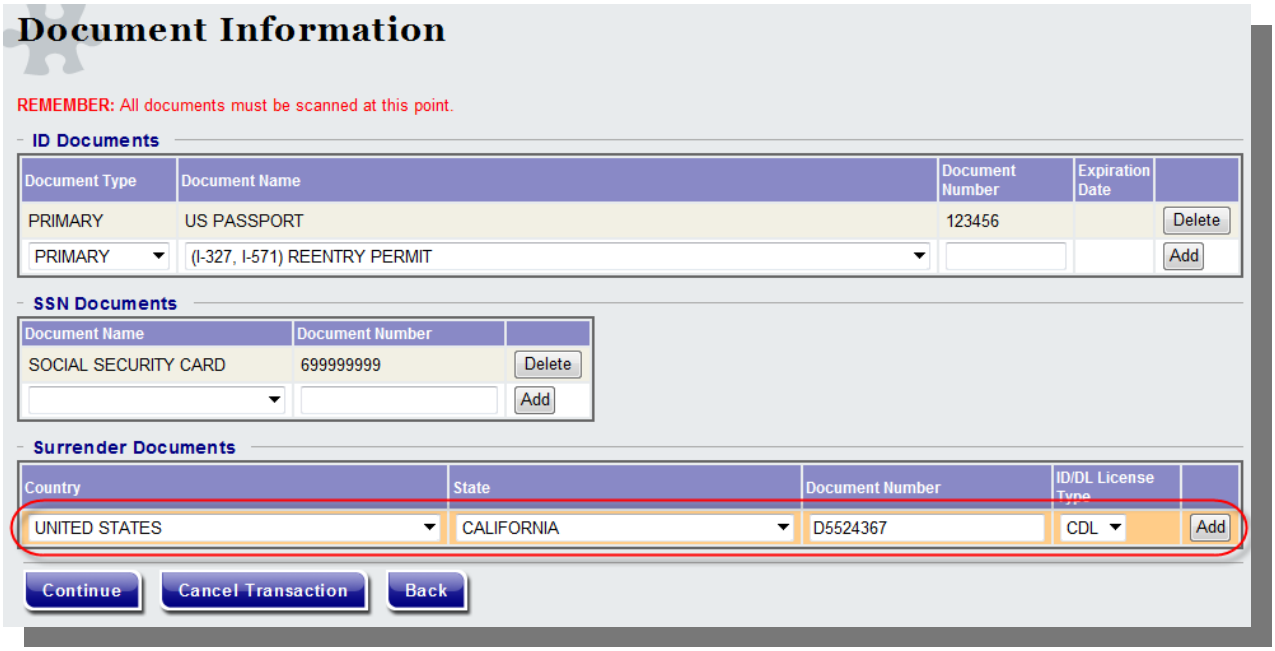
Social Security (SSN) Documents - For the SSN Document Information, select an item from the drop down that corresponds with the physical document the customer has provided to verify their Social Security number.

- In the “Document Number” field enter the number that appears on the document being presented for proof of Social Security.
- Select the “Add" button to add the SSN document to the record.

Surrender Documents - For the “Surrender Document Information” section enter information pertaining to the document the customer is turning in. For example, a customer may surrender a valid driver license from Arizona in order to receive their Texas driver license. **If a customer is surrendering an out-of-state CDL, then the CDLIS result will have to match the information entered for that state and document (DL) number, otherwise the CSR will not be allowed to continue the transaction.**

Note: To delete the document information, select the “**Delete**” button to the right of each document listed.

Imaging and attaching all documents must be performed at this point before continuing to the next screen. Click on the **“Continue”** button to proceed.



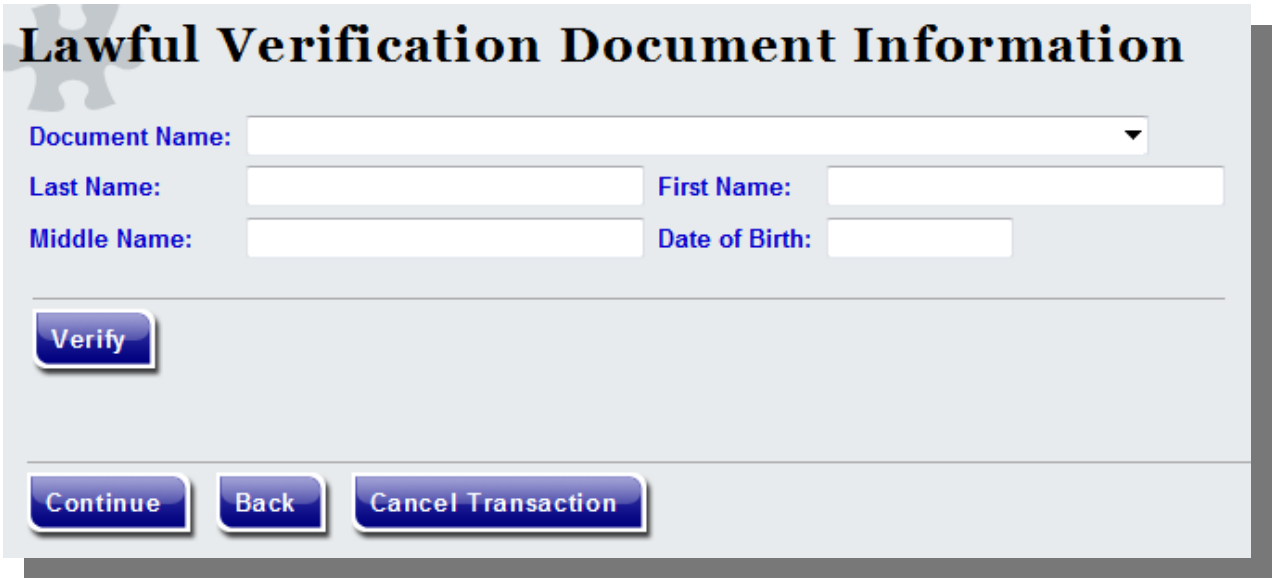
Lawful Presence

On the “Lawful Verification Document Information” screen, there are 15 lawful presence documents included in the drop-down list. To verify **proof of lawful presence**, select the document presented list..

The customer’s last name, first name, and date of birth entered on the “Personal Information” screen, will be auto-populated on this screen upon selection of the lawful presence document. Verify the information matches the lawful presence document presented. If it does not, make the appropriate changes in DLS.

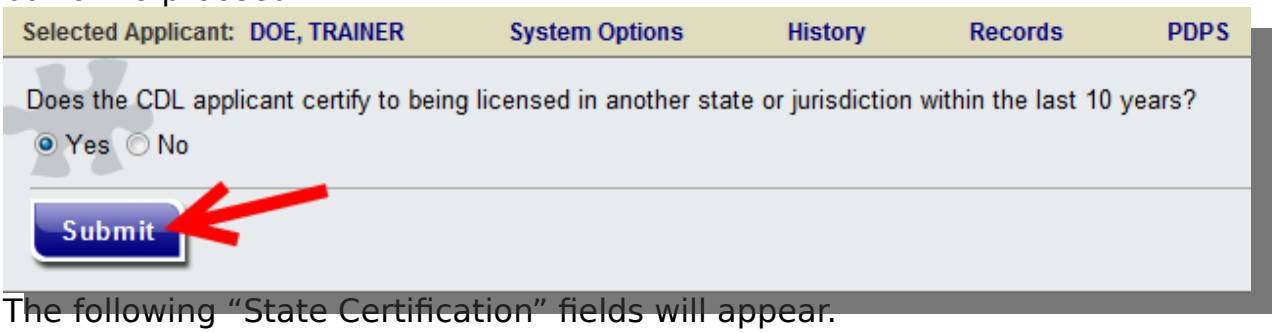
Additional entries/fields are required in order to complete the lawful presence verification process will be determined by the document type selected from the drop-down menu.

Click on the **“Continue”** button to proceed.



10 Year History

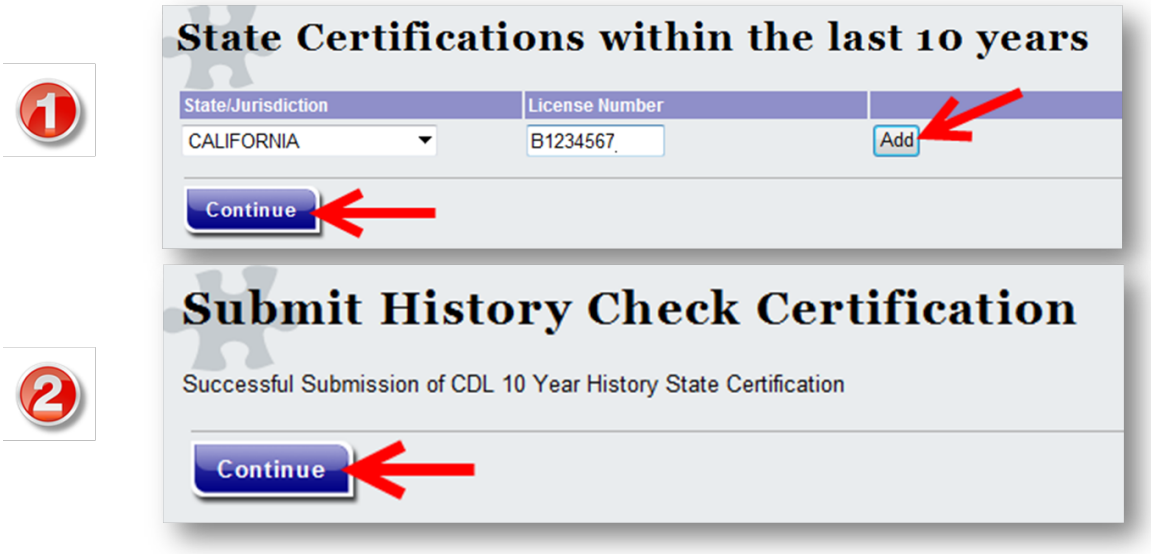
Select **"Yes"** when asked if the customer has been licensed in another state or jurisdiction within the past 10 years. In this case the customer is transferring their out-of-state CDL to Texas. The information can also be found on question 11 on the CDL-1 form submitted. Click the **"Submit"** button to proceed.



The following "State Certification" fields will appear.

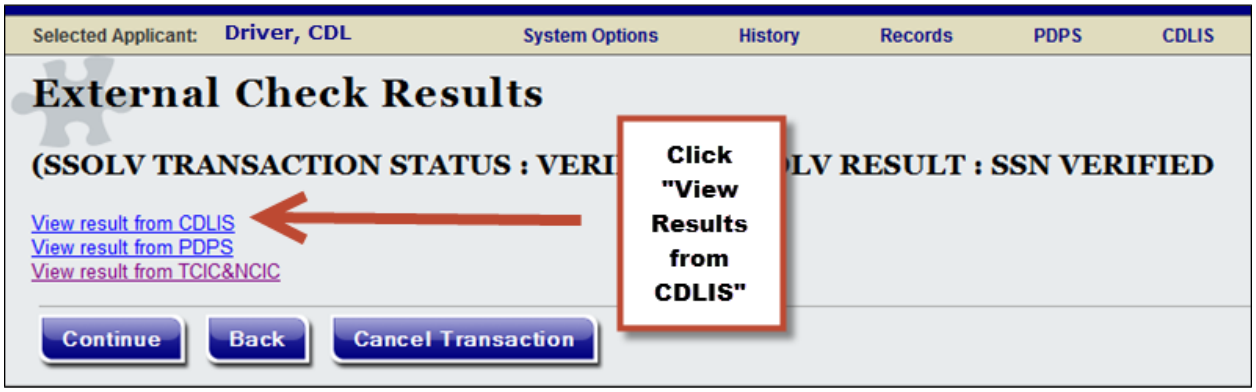
First click on the drop-down arrow and select the appropriate state and enter the license number. To save this entry click the **"Add"** button. Once all states identified on the CDL-1 have been entered, click the **"Continue"** button to proceed.

Second, wait for the "Successful Submission" notice to appear and click the **"Continue"** button to proceed.



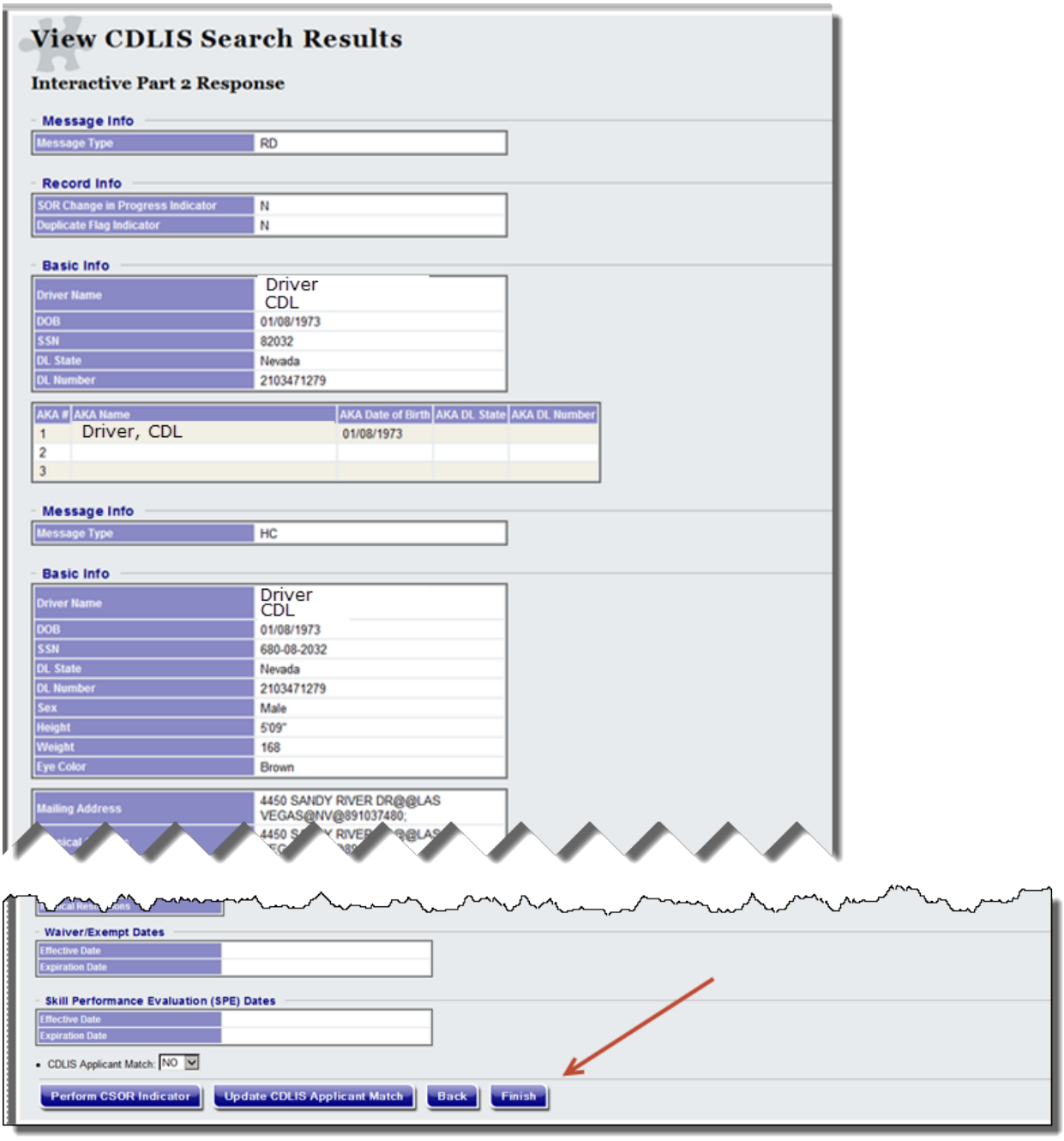
External Checks

Click on each hyperlink to view the results of the external checks.



View **CDLIS** result to verify whether driver was a commercial driver from another state and to initiate the "**Change State of Record**".

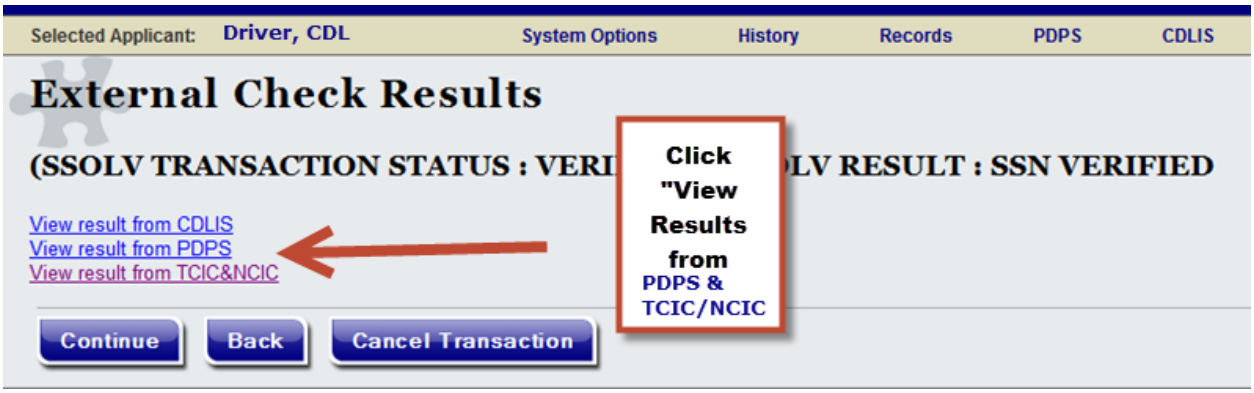
Select radio button and view further result to review information if a return is received.



Does information match the driver applying for a Texas Commercial License? Technician should indicate CDLIS Application match drop down "**Yes**" or "**No**". Click on "**Update CDLIS Applicant Match"** and then select "**Finish**" button.

At the External Check Results Screen Click "**View result from PDPS**" and follow the same procedures. The driver should not have any suspensions or

disqualifications in order to obtain a CDL. If no records are found, select the "**Finish**" button.

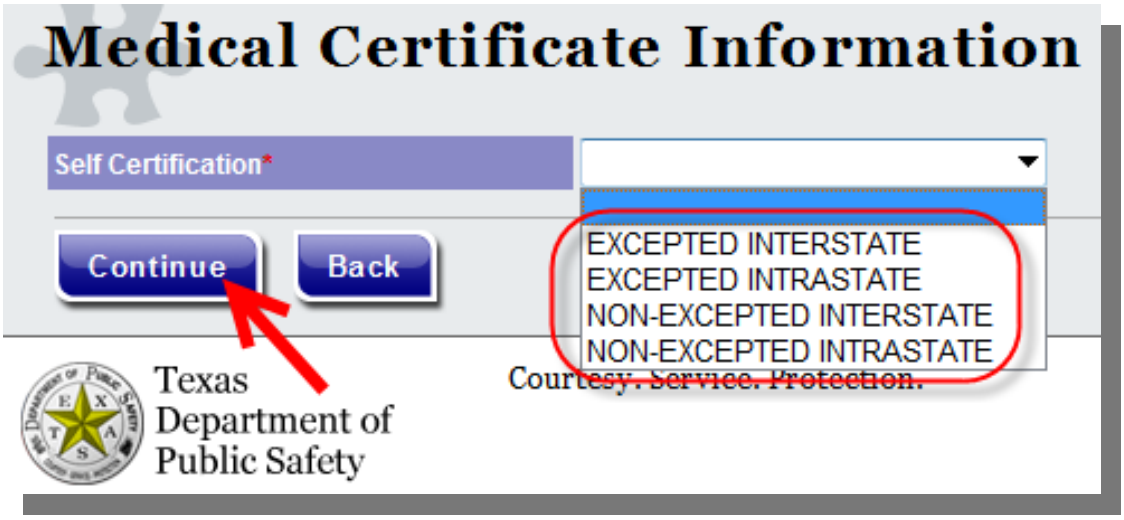


Select the **"Continue"** button to proceed to the next screen once finished checking all results.

Medical Certification

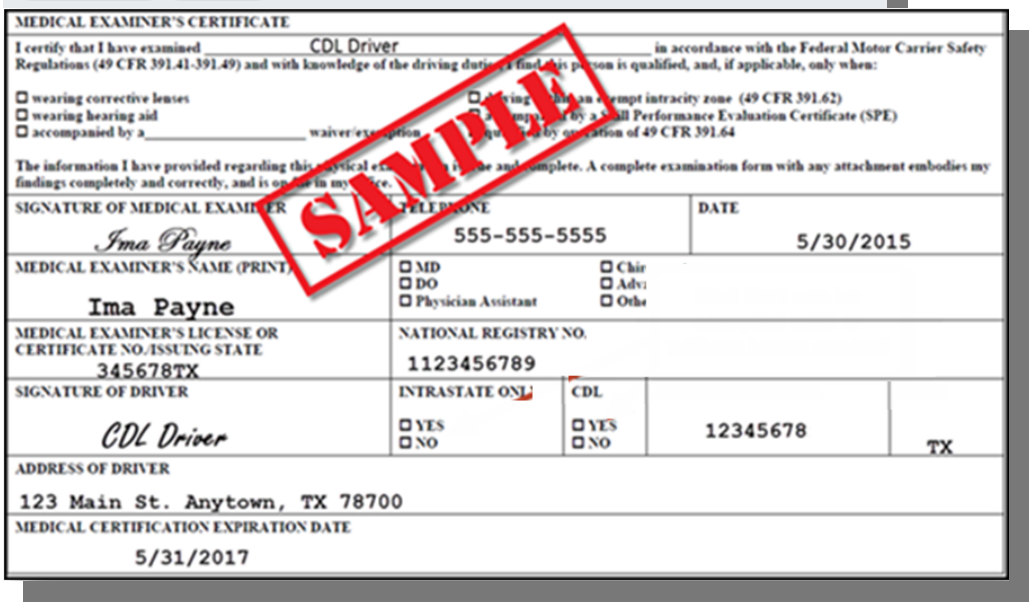
Once the "Medical Certificate Information" screen appears, click on the drop-down arrow and select the appropriate category. The category to which the customer has certified will be identified on either the CDL-4, CDL-5, or CDL-10 that was submitted.

Click the **"Continue"** button to proceed only if the customer has certified to either **Excepted Interstate** or **Excepted Intrastate**.



If the customer has certified to either **Non-Excepted Interstate** or **Non-Excepted Intrastate**, additional fields will appear. Fill in the required information from the customer's DOT Medical Examiner's Certificate and registry number if issued after May 21, 2014.

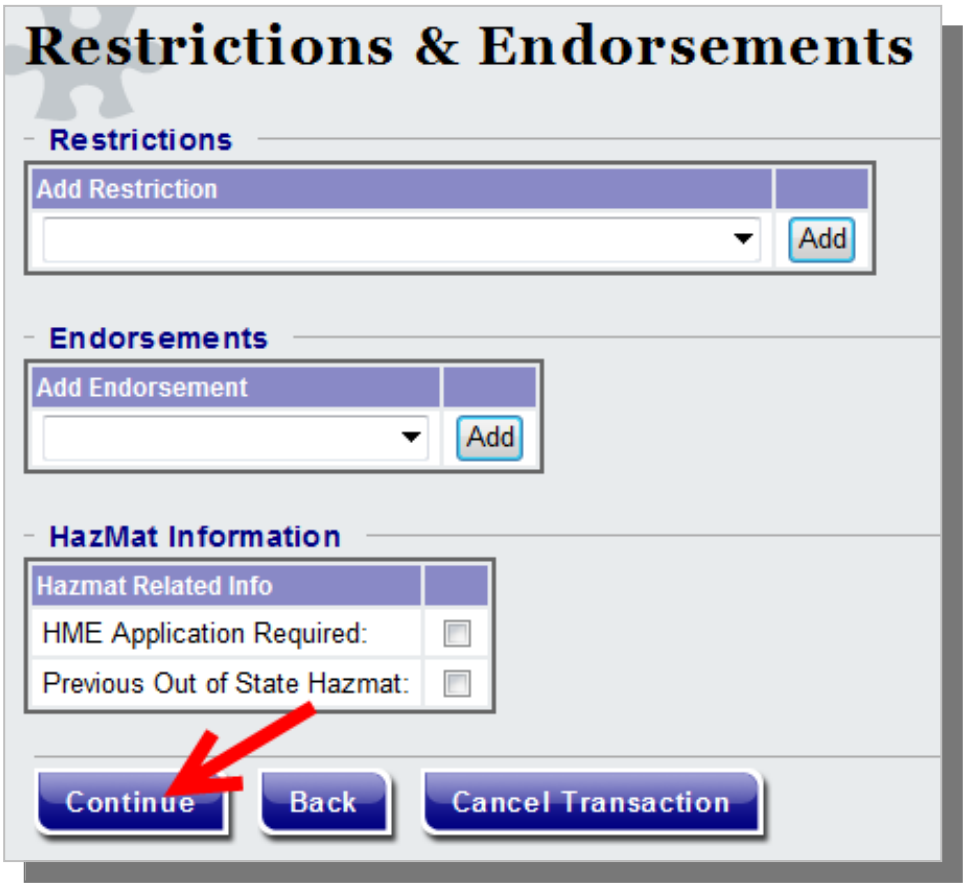
Click the **"Continue"** button to proceed.



Restrictions and Endorsements

On the “Restrictions and Endorsements” screen click on the drop-down arrow in “Restrictions” field. Select the restriction to be applied (if any). To save this entry click the **“Add”** button. Once all necessary restrictions have been entered, move the “Endorsements” field.

Under the “Endorsements” field, click on the drop-down arrow and select the endorsement to be applied. To save this entry click the **“Add”** button. Once all necessary endorsements have been entered, move the “HazMat Information” section (if applicable). If the out of state CDL did not have HazMat, click the **“Continue”** button to proceed.



Restrictions and Endorsements (HazMat Option)

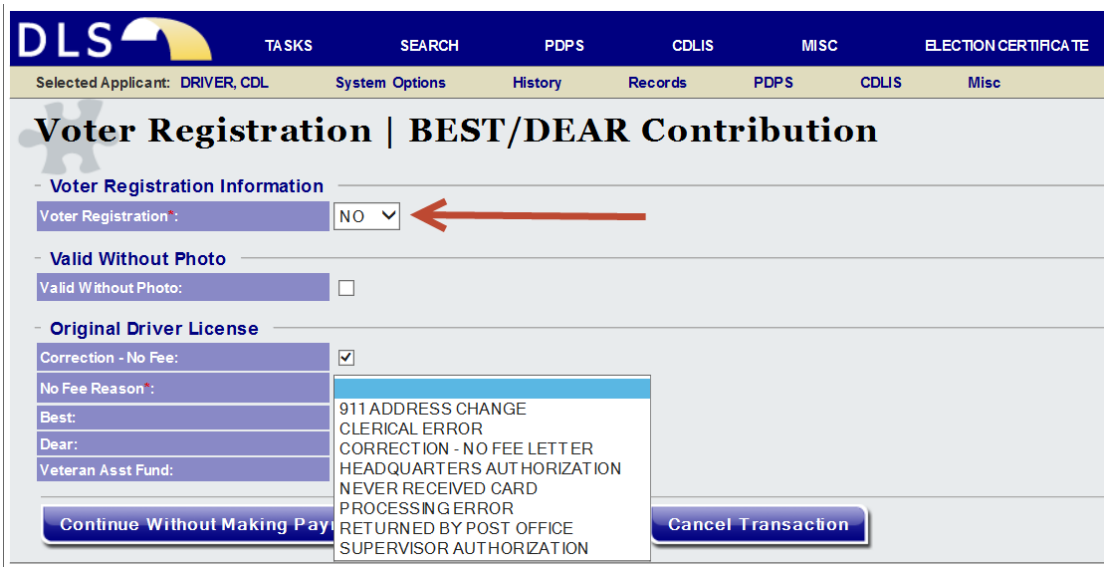
If the customer had HazMat on their out of state CDL check the **"HME Application Required"** and **"Previous Out of State Hazmat"** boxes.

Note:
If the out of state CDL and HazMat endorsement are both valid (not expired) the customer will receive 90 days to complete and clear a TSA/FBI background check.

Click the **"Continue"** button to proceed.

Voter Registration

There are several options that appear on this page. The voter registration field is in a drop down menu format. The CSR will select yes or no based on the customer's answer to the question on their CDL-1 application. Capturing this information allows DPS to track customer responses to voter registration.

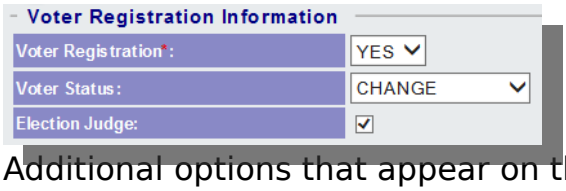


The CSR must make a selection in order to proceed with the transaction. If the CSR does not enter a selection, an error message will appear.

If yes is selected, the CSR will select one of the following from the voter status drop down menu:

Change when the customer has changed their address;
New for first time voter registration; or
Replacement when the customer has lost their voter registration card and needs to replace it.

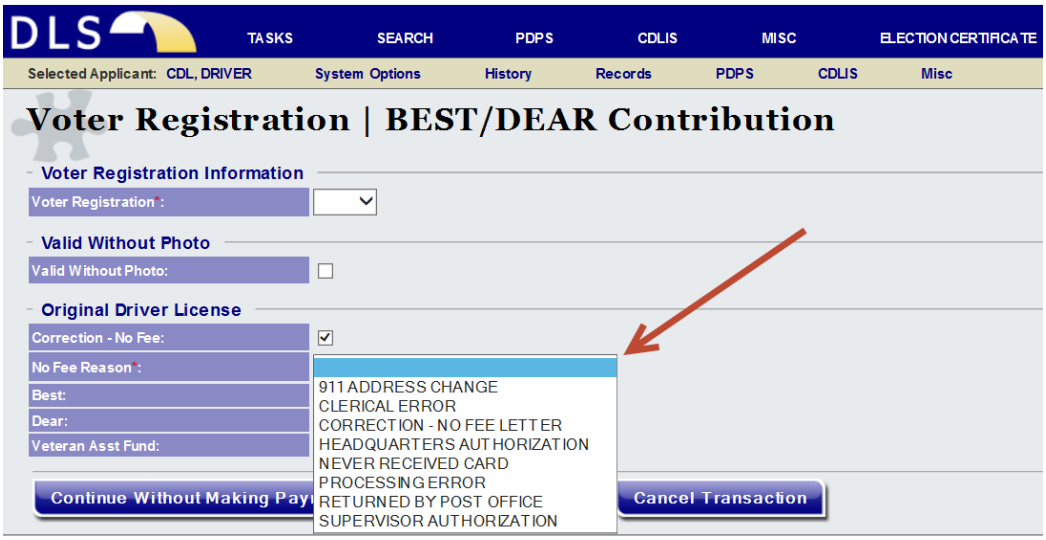
Select the Election Judge box if the customer would like to volunteer as an Election Judge.



Additional options that appear on this page include:

Valid Without Photo – This box will never be marked when a customer is present in the driver license office.

Correction/ No Fee – The box is checked when processing certain Disabled Veterans, Correction No fee (CNF) letters, those in the Foster Youth Fee Waiver Program or other circumstances as indicated in the drop-down list. If there is a question, always check with the supervisor. When no fee is charged for the transaction, select the reason for the CNF from drop-down menu.



DEAR

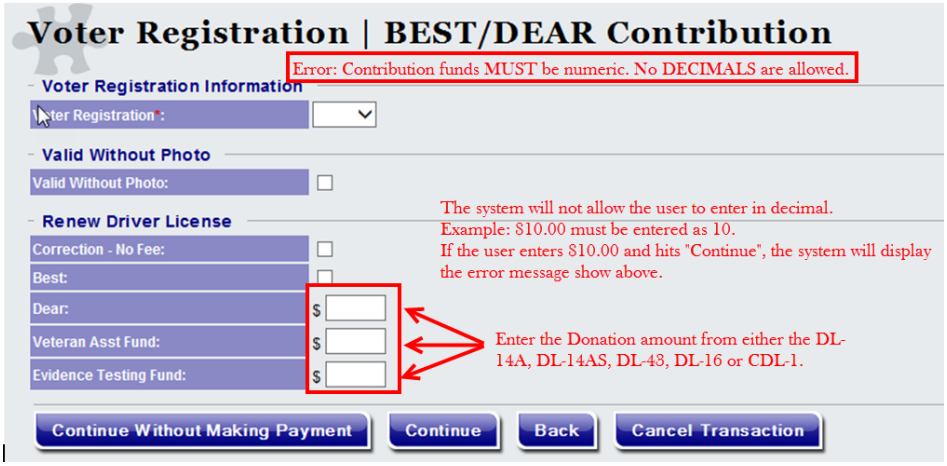
The applicant has indicated on either, the DL-14A, DL-14AS, DL-43 DL-16 or CDL-1 that they wish to donate $1 to $99,999 to the Donor Education and Awareness program. Enter the amount from any of these forms in the DEAR field. The donation will be added to the fee for the driver license or identification card.

Veterans Assistance Fund

The applicant has indicated on either, the DL-14A, DL-14AS, DL-43 DL-16 or CDL-1 that they wish to donate $1 to $99,999 to assist military veterans groups.

Sexual Assault Evidence Kit fund

The applicant has indicated on either, the DL-14A, DL-14AS, DL-43 DL-16 or CDL-1 that they wish to donate $1 to $99,999 to fund the testing of sexual assault evidence kits.



When all information related to this page is entered or if no information is added or removed, select the "**CONTINUE**" button at the bottom of the "Voter Registration, BEST/DEAR Contribution" screen. The "Cash Drawer Payment" screen appears.

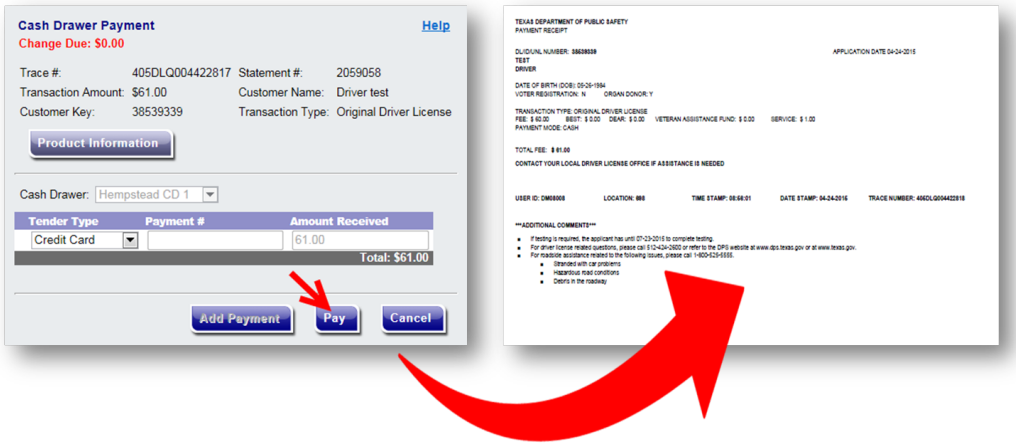
Customer Payment

To **Collect Transaction Payment**, there are three areas of information required to be entered on the "Cash Payment Drawer" screen.

Select the tender type the customer is using to pay for their license or ID. For credit card transactions, use the card swipe located in on the keyboard, to charge the payment to the credit card. In example above, "**Cash**" was selected as the tender type.

If the customer is paying by check or money order, enter the number on the check or money order in the "Payment #" field.

Collect the appropriate fee from customer and in the "Amount Received" field, enter the total amount submitted for payment. Click on the **"Pay"** button to generate a receipt. Print a copy of the receipt for the customer. Once the payment has been processed successfully, click on the **"Continue"** button to proceed.

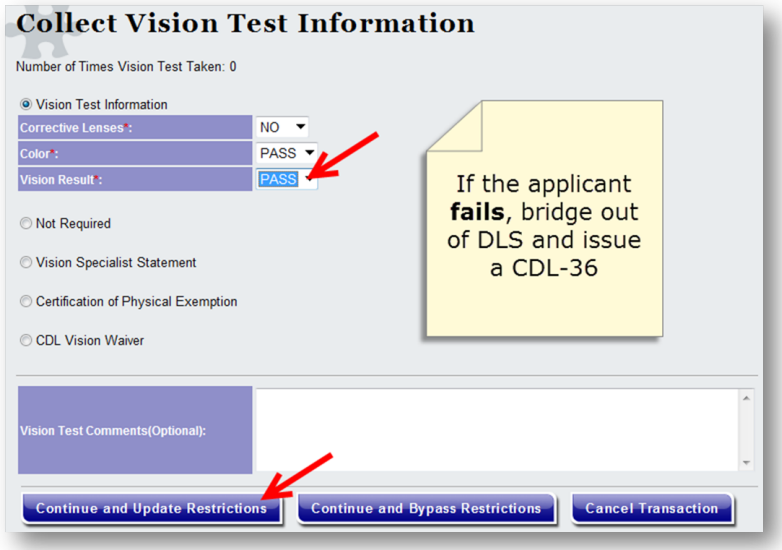


Vision Test

Administer the vision and color test. The Customer must pass with a 20/40 score (line 5) with or without corrective lenses. Notate the results on the "Vision Test" screen. Under the Corrective Lenses field "NO" is defaulted in the drop-down. If the customer requires corrective lenses, select "YES" from this menu.

Note:
If the customer fails their vision test, bridge out of DLS and issue a Vision Waiver Packet
(CDL-36). The CSR will complete page 5 in the packet and the customer must visit an eye specialist to complete the packet.

Click the **"Continue and Update Restrictions"** button to proceed.



Confirm customer's restrictions and endorsements. If the customer passed their vision test using corrective lenses, confirm an "A" restriction has been added to the record.

Click the **"Continue"** button to proceed.

AutoTest (HazMat Only)

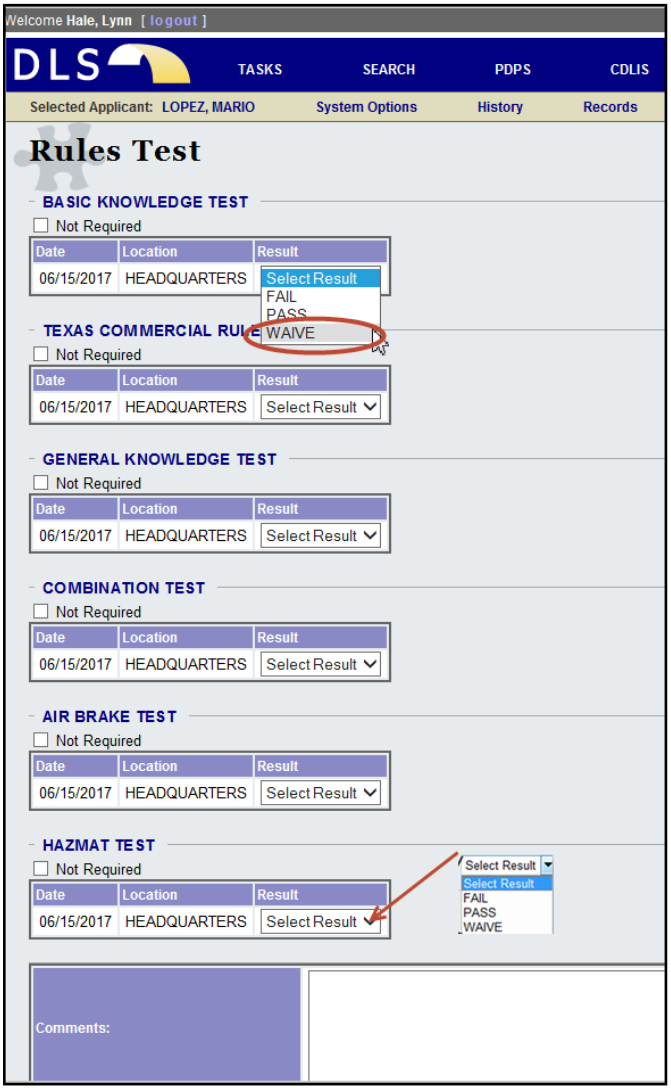
For customers transferring a valid out-of-state CDL with **HazMat** to Texas

- Bridge out of DLS at this point
- Set the customer up on an Auto Test machine to test on **HazMat**
  - https://autotest.tle.dps/at
- Once the customer is finished resume transaction and record HazMat test results

Knowledge Test Results

For each knowledge test click on the drop-down arrow and select “Waive”.

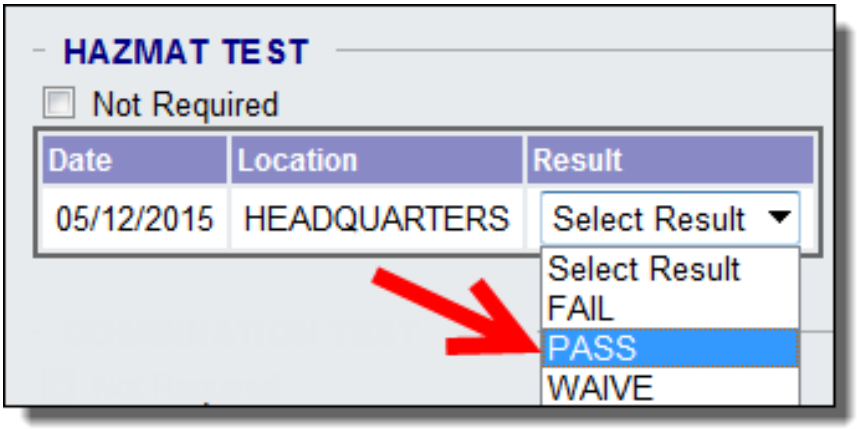
Note:
The knowledge test for HazMat can NOT be waived and will be administered to customers. See page 17.



Towards the bottom of the screen enter any necessary comments and click the **“Continue”** button to proceed.

Knowledge Test Results (HazMat)

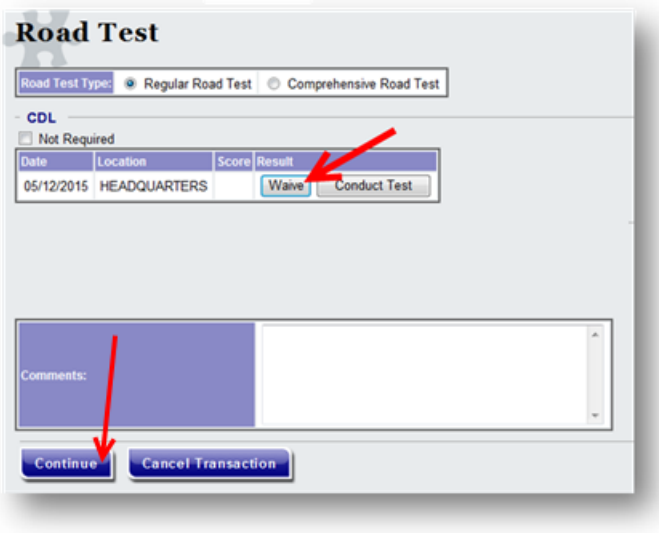
If the customer was required to test on HazMat to Texas, record the test results (Pass or Fail). All other knowledge tests will be waived.



Towards the bottom of the screen, enter any necessary comments and click the **“Continue”** button to proceed.

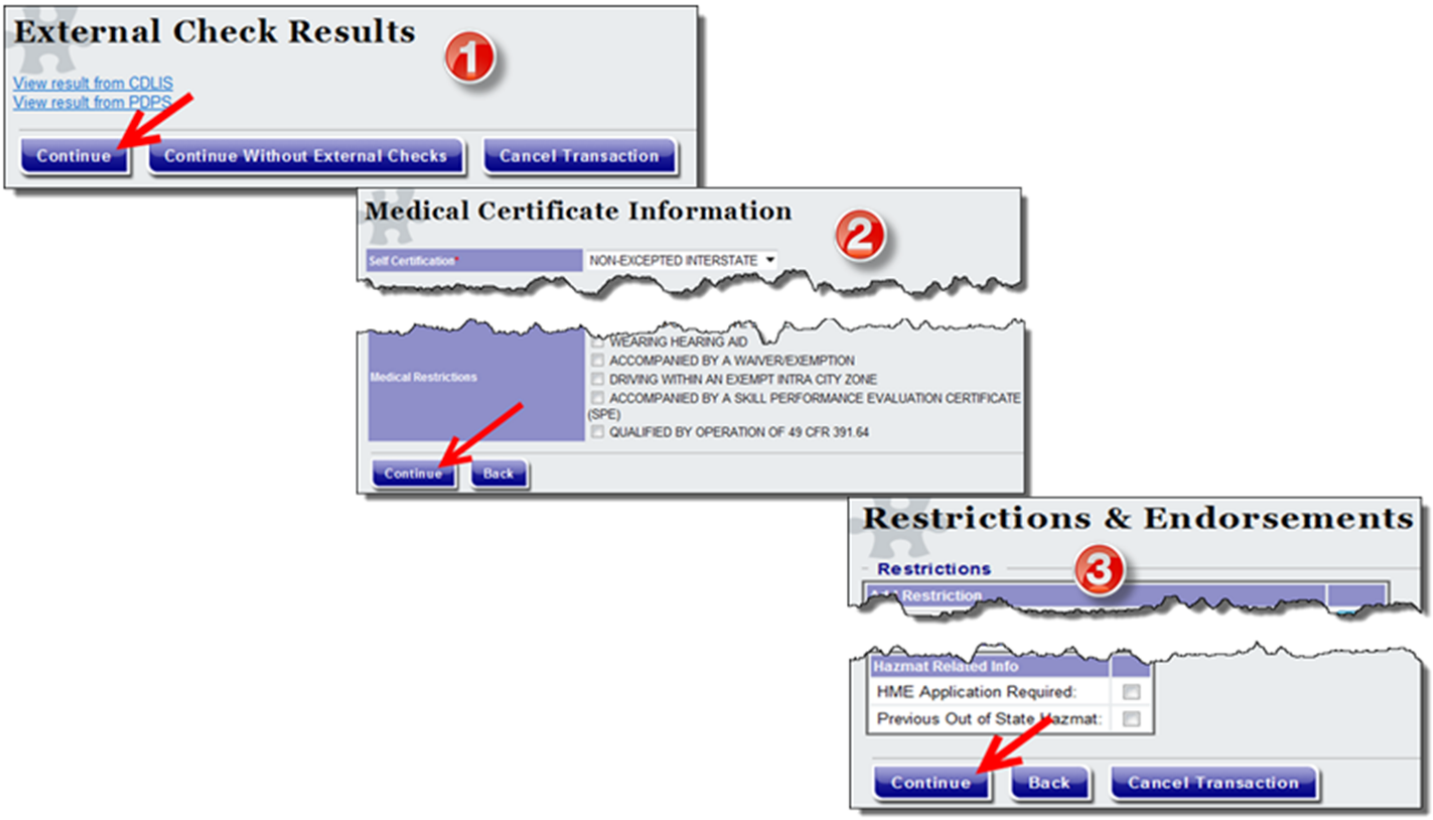
Skills Test Results (Waived)

DLS will now allow the CSR to waive the skills test. Click on the “Waive” button next to the test displayed. Notate any necessary remarks in the “Comments” box and click on the **“Continue”** button to proceed.



Double Checks

DLS will take the CSR through a series of "double checks". Confirm the information and click the **"Continue"** button on each screen to proceed.



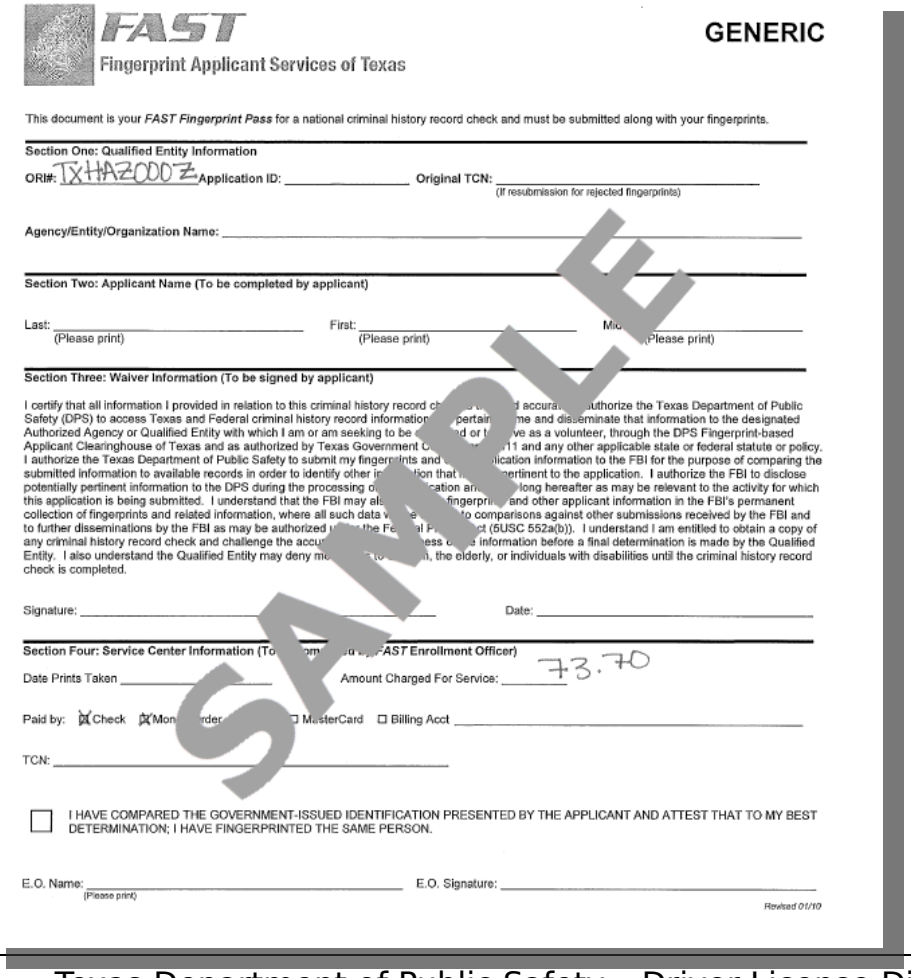
Temporary Permit

After the last "Restrictions and Endorsements" screen, the system will generate a temporary permit to print for the customer. Pay close attention to the card information next to the photo and the restrictions and endorsements on the left side of the permit**. Make sure all the information is correct and have the customer review the document before signing**

Note:
If the customer tested and passed the HazMat test, the temporary permit will have a HazMat endorsement that expires in 90 days. The customer must complete and clear a TSA/FBI background check within that time in order to receive the CDL with HazMat.

Additional Steps (HazMat Only)

- Give the customer a **Fingerprint Applicant Services of Texas (FAST)** form along with their temporary permit to initiate their background check.
    - Payments can be made using the following methods:
        - Online with a credit card,
        - In person with a check or money order
        - In person with cash payment ONLY at the Denson location in Austin, Texas
- TSA approval for all HazMat application can take up to 90 days.
- Once the CDL section at the DPS headquarters receives TSA approval, a CDL with the HazMat endorsement will be mailed to the customer.



FAST
Fingerprint Applicant Services of Texas

GENERIC

This document is your *FAST Fingerprint Pass* for a national criminal history record check and must be submitted along with your fingerprints.

Section One: Qualified Entity Information

ORI#: TXHAZ000Z Application ID: _____ Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: _____

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Mi_____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be signed by applicant)

I certify that all information I provided in relation to this criminal history record ch... accura... authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information ...pertain... me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be ...d or ...ve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government C... ...11 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and ...lication information to the FBI for the purpose of comparing the submitted information to available records in order to identify other i... ...nformation that ... pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing o... ...ation an... long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may al... fingerpri... and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data w... to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized u... the Fe... ...ct (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accu... ...ess ... information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny mi... ...n, the elderly, or individuals with disabilities until the criminal history record check is completed.

Signature: _____ Date: _____

Section Four: Service Center Information (To ...om... ...AST Enrollment Officer)

Date Prints Taken _____ Amount Charged For Service: 73.70

Paid by: ☒ Check ☒ Mon... ...rder ☐ MasterCard ☐ Billing Acct _____

TCN: _____

☐ I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

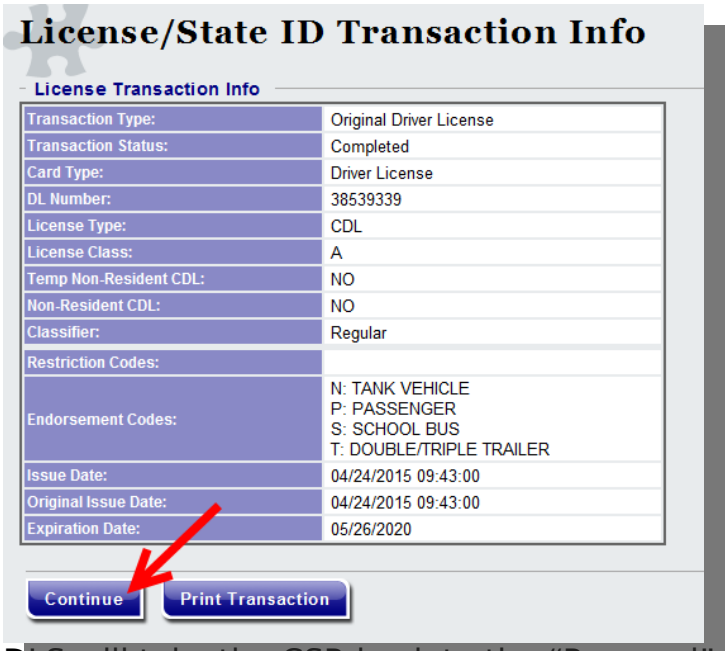
E.O. Name: _____ E.O. Signature: _____
(Please print)

Revised 01/10

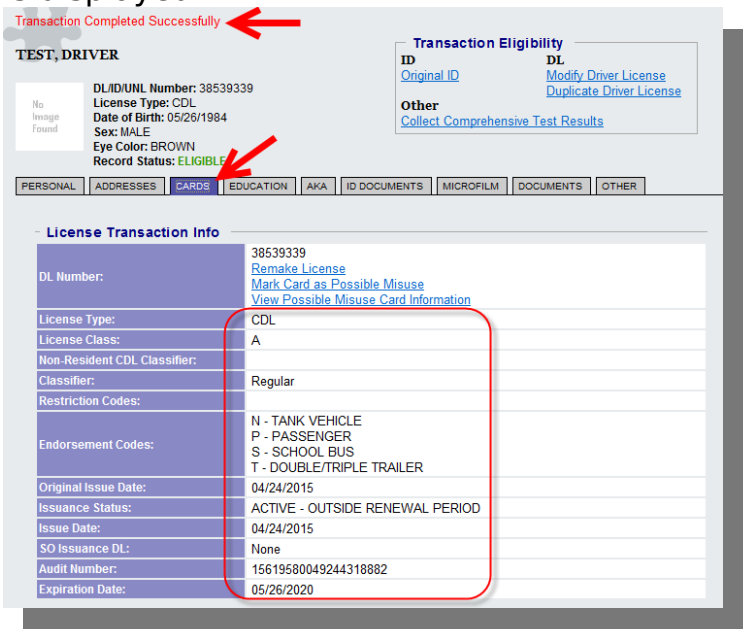
SAMPLE

Finalize Transaction

On the “License/State ID Transaction Info” screen the CSR will click the **“Continue”** button to finalize the transaction.



DLS will take the CSR back to the “Personal” tab screen. “Transaction Completed Successfully” should be displayed in the upper left side of the DLS screen. Click on the **“Cards”** tab and ensure all the proper information is displayed.



Key Points

- Confirm if customer has HazMat on their out-of-state CDL

- Ask for a medical examiner’s certificate when required
- Make sure all the information is correct on the temporary permit before finalizing transcation

Resources

- Texas Administrative Code, Title 37 Part 1
- DPS, Driver License Manual
- Driver License System, Field Issuance Functions Student Guide